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CENTRAL INTELLIGENCE AGENCY

OFFICE OF PROCUREMENT

~~CONFIDENTIAL~~

30 January 1952

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Chief of Procurement

SUBJECT : Table of Organization

REFERENCE : Memorandum, this Office, subject: "Requirements for Accomplishments of Procurement and Supply Mission", dated 12 January 1952.

25X9 1. The attached table of organization is submitted as an organization, within the [REDACTED] personnel spaces limitation, that can discharge the primary responsibilities of this Office that are imposed by the current work load. It will provide a sound framework that can be contracted or expanded as the work load varies.

2. The following changes as to scope and functions of the Office are listed:

a. The Assistant to the Chief of Procurement (Overt) has been eliminated. It is believed essential to retain the Assistant to the Chief (Covert) for the proper solution of functional problems of broad scope. The staff of the Chief is reduced from the proposed [REDACTED]

25X9 b. The Planning Staff is reduced from the proposed [REDACTED] by elimination of the Technical Coordination Section and the Industrial Analysis Section. This will require that all coordination be performed by the two remaining Sections of the Coordination Branch, and that all analytical studies be performed by the Logistic Analysis Section. The net results of this reduction will be fewer people for special staff studies. The scope of functional responsibilities of the Planning Staff will be broadened by full assumption of procedural responsibility. The detailed commodity analysis work will be moved to the Purchase Division.

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25X9 c. The Purchase Division is reduced from the proposed [REDACTED] This is accomplished by retaining the proposed organizational structure and reducing spaces to conform with current work load. It does not allow for an expected heavy increase in work load; however, the organization is pliable enough to provide a small safety factor.

25X9 d. The Supply Division is reduced from the proposed [REDACTED] by elimination of:

(1) Procedure analysts - moved to Planning.

(2) Machine Records Branch - retained by Administrative Services. This is agreeable provided the service is adequate and timely.

(3) Distribution Branch - performed by others of Supply Division.

(4) Truck drivers - retained by Administrative Services. This is agreeable provided the current service is improved.

(5) Laborers - retained by Administrative Pool.

25X1A (6) Personnel for [REDACTED] Warehouses - furnished by contract.

(7) Personnel for Ordnance Ammunition Warehouse - furnished by contract.

✓ (8) Training Pool - assigned to others.

25X9 (9) Traffic Branch - this Office is acceptable to assumption of this function from General Services if the ten spaces are added to the authorized [REDACTED] It is recommended that this be done.

(10) Elimination of a few others by extension of responsibilities of those remaining.

The Supply Division will be hard pressed, and the span of control of certain individuals will be stretched during the next few months by this drastic cut; however, once the organization phase is passed, this unit can do the job provided the work load does not increase materially.

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3. The cut to a ceiling of [REDACTED] spaces for the Office of Procurement and Supply will undoubtedly tax certain areas of activity; however, it is believed that expeditious manning, a realistic approach by those concerned, and the proper application of the principles of business and personnel management, will establish the organization to turn in a job well done.

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[REDACTED]
JAMES A. GARRISON

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